



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
1000 NAVY PENTAGON
WASHINGTON DC 20350-1000

SECNAVINST 1300.16A
DUSN
20 May 2019

SECNAV INSTRUCTION 1300.16A

From: Secretary of the Navy

Subj: DEFENSE ATTACHÉ SERVICE

Ref: (a) DoD Instruction C-5105.32 of 18 March 2016 (NOTAL)
(b) DoD Directive 5205.75 of 22 May 2017
(c) DoD Instruction C-5105.81 of 6 November 2008 (NOTAL)
(d) DIAI 3205.005 of 9 May 2014 (NOTAL)
(e) OPNAVINST 6110.1J
(f) MCO 6100.13A
(g) SECNAVINST 5300.39A
(h) SECNAV M-5214.1

Encl: (1) Responsibilities
(2) Definitions

1. Purpose. To publish Department of the Navy (DON) guidance implementing Department of Defense (DoD) policy per references (a) through (c) governing the Defense Attaché Service (DAS), managed by Director, Defense Intelligence Agency (DIA) per (reference (d)).

2. Cancellation. SECNAVINST 1300.16.

3. Applicability. This instruction applies to the Offices of the Secretary of the Navy (SECNAV), the Chief of Naval Operations (CNO), the Commandant of the Marine Corps (CMC), and all U.S. Navy (USN) and U.S. Marine Corps (USMC) installations, commands, activities, field offices, and all other organizational entities within the DON (collectively referred to in this instruction as "DON components").

4. Policy

a. Only the best and most highly qualified personnel in the DON will serve in the DAS and represent the SECNAV, CNO, and CMC at U.S. embassies around the world.

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b. Service fill priorities for assignments to the DAS will reflect the significant contributions of this critical joint duty to the advancement of U.S. foreign policy, DON maritime strategy, and the national security of the U.S.

c. Procedures shall be incorporated into personnel management programs to ensure competitive career advancement for those personnel with service in the DAS.

d. Senior Defense Official/Defense Attaché (SDO/DATT) and Service Attaché nominations to the DIA shall occur through competitive selection panels or boards managed by the Services with final approval authority resting with the SECNAV.

e. To ensure that DON nominations reflect the best and most highly qualified Navy and Marine Corps officers, all attaché billets shall be open to all officer communities. Selection panels or boards will not use designator or Military Occupational Specialty (MOS) as the sole consideration in determining the best and most qualified candidate available. Boards and panels will consider an officer's suitability to successfully observe and report significant information back to senior U.S. decision makers and will consider the dynamic geopolitical conditions and military-to-military relationship with the host nation in determining the ideal officer for each attaché assignment. All attaché candidates shall be assessed on the following criteria:

(1) Sustained Superior Performance. Only officers with exceptional service records will be considered for attaché assignments.

(2) Regional Expertise and Culture. Documented regional expertise in the country/region of the assignment, involving interaction with foreign nationals and/or foreign entities is preferred for candidates applying for attaché assignments.

(3) Operational experience. Naval Attachés should have operational fleet experience to leverage with host nation, U.S. Embassy personnel, foreign partners, and others. In the role of Military Advisor (naval), an attaché must combine their operational experience with a strong grasp of current USN operations, strategy, and policy.

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(4) Relevant Assignments. Previous embassy duty, security cooperation experience, Geographic Combatant Command assignments, Joint Staff, Office of the Secretary of Defense, and/or duty in Joint or Service intelligence assignments are preferred.

(5) Language Proficiency. Proven proficiency (as documented by a Defense Language Proficiency Test, or Oral Proficiency Interview) in one of the dominant languages used by the populations of the countries or regions where an officer would serve or the assessed aptitude to learn the required language (as documented by the Defense Language Aptitude Battery) shall be a high priority for all DON nominations to DIA.

(6) Education. A relevant, regionally focused master's degree or regional certificate and joint professional military education are highly desirable.

(7) Physical Readiness. As representatives of the DON, the physical readiness of all candidates will be considered by Service Nomination Boards. Navy and Marine Corps candidates shall present an impeccable appearance in military and civilian dress. All nominees shall be leaders in physical fitness, irrespective of age or pay grade, and shall be in full compliance with Service instructions per references (e) and (f).

(8) Adverse Information. Candidates records shall be thoroughly screened for indicators that could preclude successful completion of an attaché assignment. Attaché duty includes a high degree of autonomy, working with the most senior levels of governments of our foreign partners and in potentially high counter intelligence environments. Factors that could lead to disqualification could include but are not limited to: incidents involving alcohol, foreign contacts, financial problems, and security incidents.

(9) Attaché applicants must be eligible for a Top Secret/Sensitive Compartment Information clearance and will be required to complete a counter-intelligence polygraph if accepted to the program.

f. Selection of SDO/DATTs should consider the additional following criteria, but is not mandatory:

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(1) Previous experience as an attaché and security assistance officer;

(2) The specifications set forth in the Joint Table of Distribution as the basis of selection;

(3) Joint experience;

(4) For positions requiring officers in the grade of O-6 or above, completion of Service and/or National War College and attainment of a Master's Degree or higher in International Relations, Strategic Studies, Area Studies in the region under consideration for assignment, or a related degree; and

(5) For positions requiring officers in the grade of O-5 or below, completion of Joint Professional Military Education, Phase I, and attainment of a Baccalaureate Degree or higher in International Relations, Strategic Studies, Area Studies in the regional under consideration for assignment, or related degree.

g. Additional criteria to be applied in nominating officers for assignments as SDO/DATTs:

(1) The grade of the officer shall not be less than the grade called for in the billet coding and description.

(2) The seniority of the officer nominated must be a consideration for assignments at large posts with more than one Service represented by officers of the same rank. Although the Secretary of Defense may issue letters providing Presidential "By direction" authority when the proposed officer is junior in date of rank to others that the officer will supervise, such letters shall be kept to an absolute minimum and will require the Service to provide substantial justification in order to be approved.

h. SDO/DATT billets requiring Foreign Area Officer (FAO) should be so coded. Whether or not SDO/DATT billets are coded for FAOs, they should be filled when practical by FAOs with prior security cooperation experience, consistent with the Military Service's FAO program objectives.

i. Operations Coordinators (OPSCO) and support staff. OPSCOs and support staff provide critical administrative and

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technical expertise to U.S. Defense Attaché Offices. The Navy and Marine Corps will ensure the best possible candidates participate in this program.

j. Some attaché positions have the collateral duty of C-12 aircraft pilots. These candidates must be Naval Aviators in good flight standing in any flying designator or MOS (i.e. Naval Aviator, Flying Foreign Area Officer, or Aero-Medical Officer).

k. Ensure overseas screening protocols, pursuant to reference (g), are followed.

5. Responsibilities. See enclosure (1).

6. Definitions. See enclosure (2).

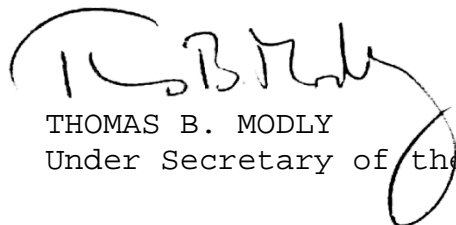
7. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned according to the records disposition schedules found on the Directives and Records Management Division (DRMD) portal page:

<https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/SitePages/Home.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local Records Manager or the DRMD program office.

8. Reports. The reporting requirements contained in paragraphs 5e and enclosure (1), paragraph 4f are exempt from information collection control, per reference (h), Part IV, paragraphs 7k and 7p.



THOMAS B. MODLY
Under Secretary of the Navy

Distribution:

Electronic only, via Department of the Navy Issuances website
<https://www.secnav.navy.mil/doni/>

RESPONSIBILITIES

1. SECNAV. Serve as the final approval authority for all Attaché nominations to DIA.
2. Under Secretary of the Navy. Responsible for the oversight, management, readiness, and compliance of the DON's DAS program.
3. Deputy Under Secretary of the Navy (DUSN). Designated as the Senior Official in the DON for the DAS program and serves as the principal advisor on DON support to the DAS.
 - a. Represent the DON on the Services' attaché nomination boards and selection panels.
 - b. Prepare nomination packages for SECNAV approval from Service attaché panels and boards. Packages will include a recommendation letter, candidate biographies, service record summaries, and official and family photographs.
 - c. Represent the DON in collaboration with Chairman of the Joint Chiefs of Staff, the Geographic Combatant Commands concerned, the Director, Defense Security Cooperation Agency, and the Director, Defense Intelligence Agency to distribute SDO/DATT billets by Military Service affiliation in a manner that best meets DoD requirements.
 - d. Represent the DON in communication with the Office of the Secretary of Defense and DIA on DON support to the DAS.
 - e. Coordinate with Service attaché program managers for semiannual reviews of attaché programs.
 - f. Coordinate with Flag Matters to ensure suitability of recommended General and Flag Officer candidates.
4. CNO and CMC
 - a. Perform the day-to-day management and administration of Service DAS programs;
 - b. Issue specific directives for the management of Service DAS programs;

c. Conduct competitive selection panels or boards to screen the best and most highly qualified attaché candidates for SECNAV approval. Provide a minimum of one qualified officer for each position. Candidate packages will include a recommendation memorandum, candidate biographies, service record summaries, and official and family photographs;

d. Incorporate procedures, including but not limited to board precepts, into personnel management programs to ensure competitive career advancement for those personnel with service in the DAS;

e. Aggressively promote and advertise duty in the DAS to increase the number of qualified candidates and improve the overall competitiveness of the assignment process;

f. Report to DUSN any attaché or attaché nominee, approved by the SECNAV, who will not complete his/her full tour or training track for any reason. Reasons could include, but are not limited to: Returns to Service; voluntary dropping from the attaché program; failure to complete training; medical, family, or personality issues; etc. This notification shall be completed within 48 hours of notification to the Service and include the relevant information;

g. Advise DUSN as soon as practical of any attachés or attaché nominees running into potential problems performing his/her duties;

h. Keep DUSN advised of any Service Attaché billet changes proposed by DIA;

i. Formalize selection criteria for enlisted positions to ensure that only the most highly qualified enlisted personnel are eligible for these assignments. Conduct competitive selection panels or boards to screen the best and most highly qualified candidates;

j. Provide DIA with logistic and administrative support and specialized training required to maintain and administer the DAS; and

k. Designate a substantive point of contact for attaché matters.

DEFINITIONS

1. U.S. Defense Attaché Office (USDAO). An organizational element of the U.S. diplomatic mission through which the DAS conducts its mission and to which may be attached or assigned such other military detachments or elements as the Secretary of Defense may direct.
2. Senior Defense Official/Defense Attaché (SDO/DATT). The principal DoD official in a U.S. Embassy as designated by the Secretary of Defense. The SDO/DATT is the Chief of Mission's principal advisor on defense and national security issues, the senior diplomatically accredited DoD military officer assigned to a diplomatic mission, and the single point of contact for all DoD matters involving the Embassy or DoD elements assigned to or working from the Embassy.
3. Service Attaché. A commissioned officer assigned to a USDAO, designated by the Director, DIA as an American Legation United States Naval Attaché and Marine Attaché. The senior attaché for each Service is commonly referred to as the principal attaché for that Service. Assistants may be assigned.
4. Operations Coordinator (OPSCO). An officer, warrant officer, non-commissioned officer, or DoD civilian assigned to a foreign country as Office Manager of a USDAO.
5. Support Staff. U.S. military NCO assigned as a member of the diplomatic staff of the Chief of Mission to provide administrative support to a USDAO. These personnel are titled Operations Non-commissioned Officer for USMC and Operations Assistant for USN.
6. Attaché Candidate. Candidate refers to an individual selected by his/her officer community to be considered for an attaché assignment.
7. Attaché Nominee. Nominee refers to the individual screened by his/her Service Nomination Board, approved by SECNAV, and forwarded to DIA as the DON's nomination for an attaché assignment.
8. Attaché Designate. Designate refers to an officer once approved for assignment by DIA until receiving accreditation at their respective DAO.